U. S. Army Soldier Support Institute

THEATER POSTAL OPERATIONS

Adjutant General School

Brief Unclassified

Quote

"A successful postal service for the armed forces is admittedly the greatest single factor affecting the morale of all troops..."

COL S.G. Schwartz
Theater Postal Officer
European Theater of Operations
29 August 1945

AGENDA

- Postal Operations Mission
- Theater Postal Operations
- Principles of Postal Operations
- S-1/G-1 Postal Responsibilities

Postal Operations Mission

- The mission of the Military Postal System (MPS) is to operate as an extension of the United States Postal Service (USPS) consistent with public law and federal regulations beyond the boundaries of US sovereignty and shall provide postal services for all DOD personnel where there is no USPS available.

Balad APO
2006

Postal Acronyms

APO: Army Post Office

- AE: Army Europe
- AP: Army Pacific

JMPA: Joint Military Postal Agency

JMMT: Joint Military Mail Terminal

MDP: Mail Delivery Point

MMT: Military Mail Terminal

MPS: Military Postal System

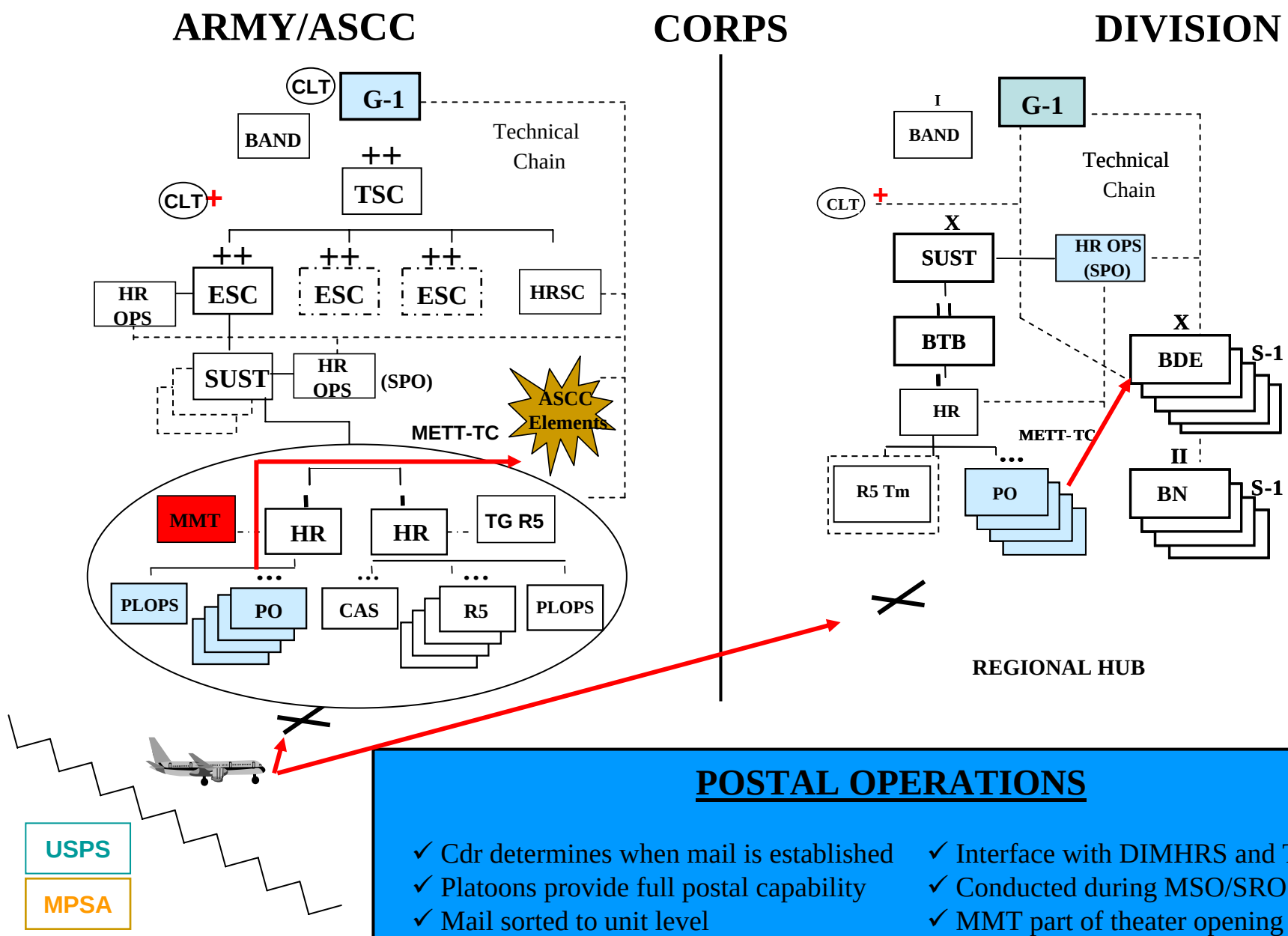
MPSA: Military Postal Service Agency

UMR: Unit Mail Room

USPS: United States Postal Service

Theater Postal Operations

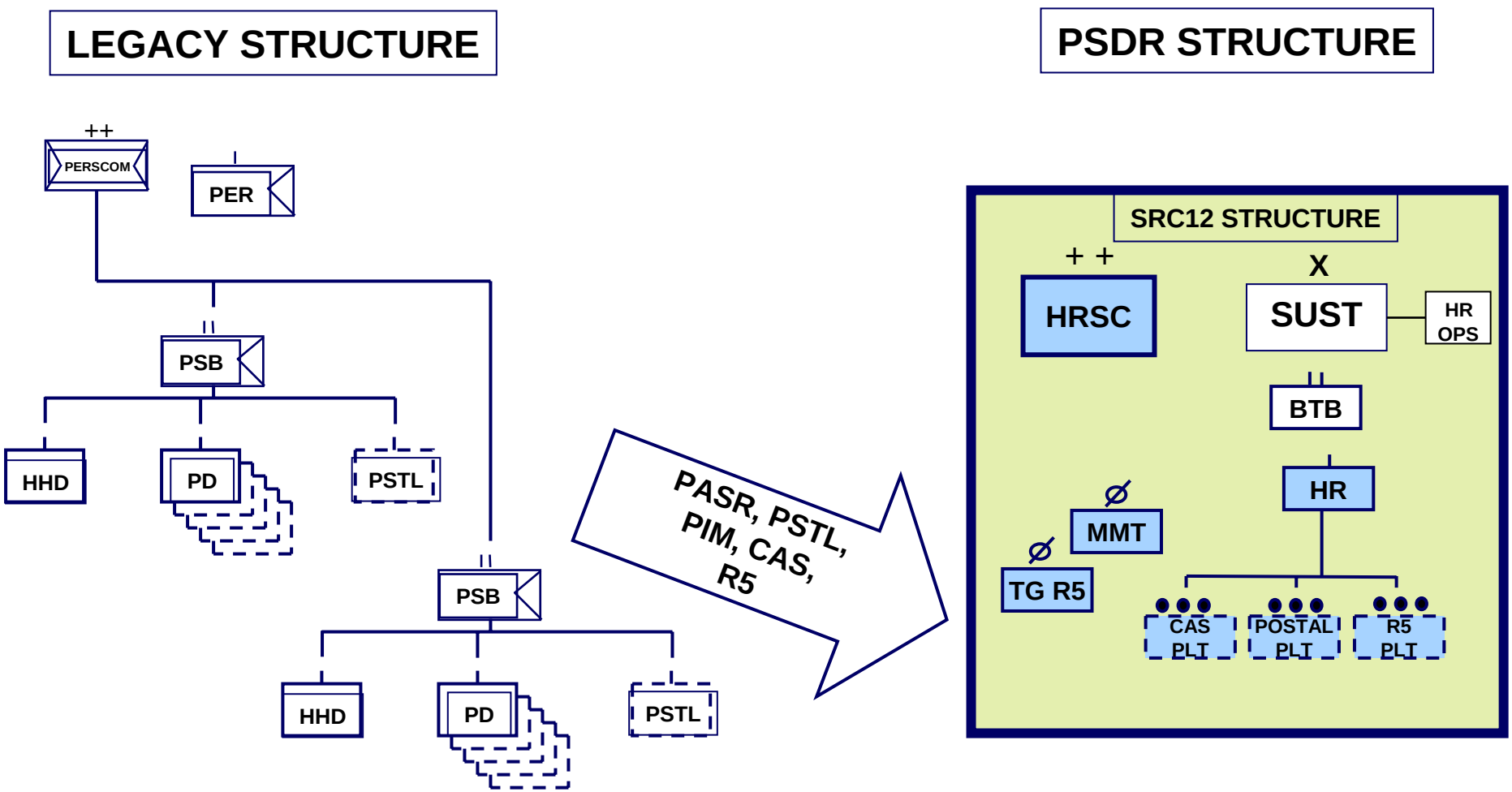
THEATER POSTAL OPERATIONS



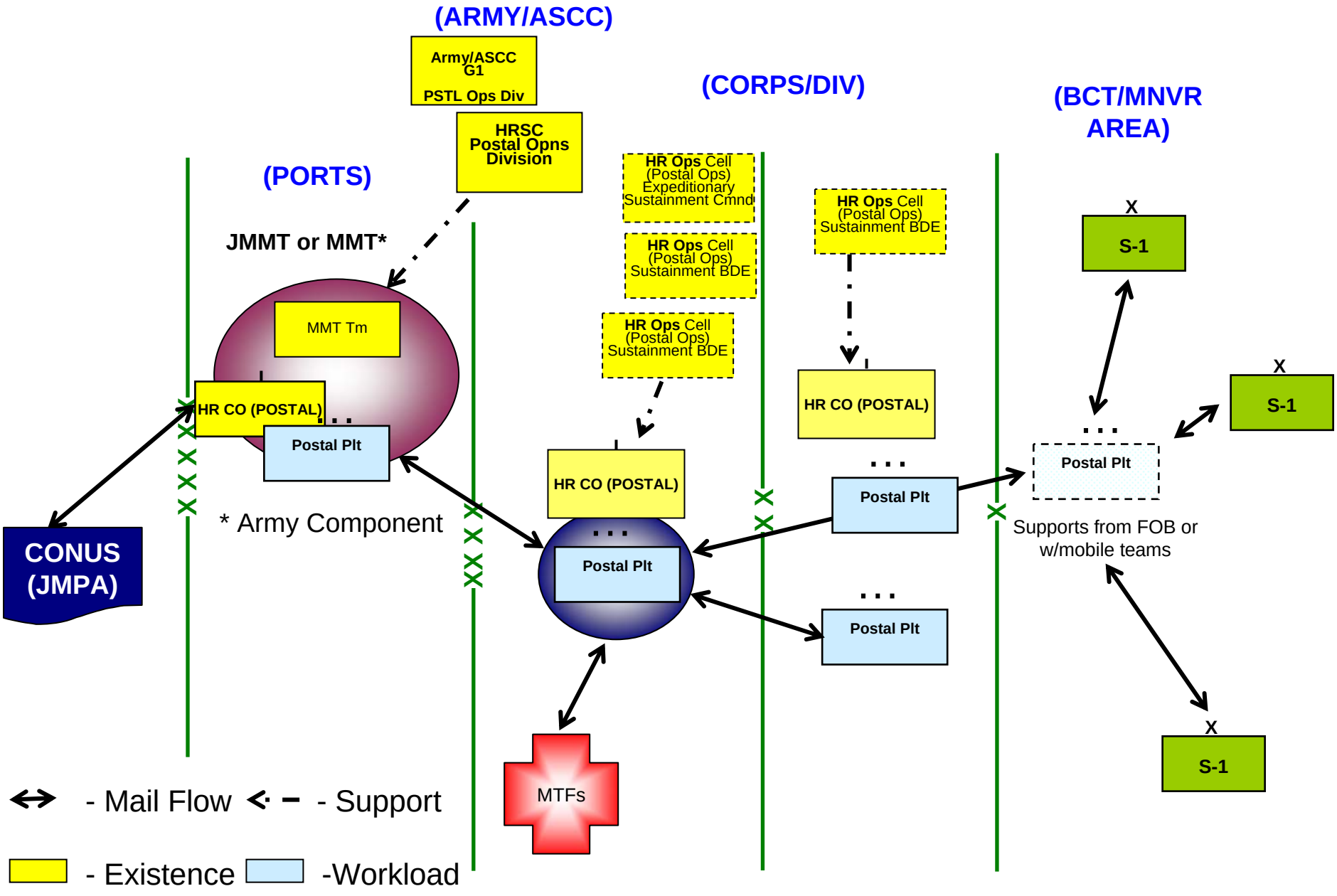
POSTAL OPERATIONS

- ✓ Cdr determines when mail is established
- ✓ Platoons provide full postal capability
- ✓ Mail sorted to unit level
- ✓ Interface with DIMHRS and TAMMIS
- ✓ Conducted during MSO/SRO operations
- ✓ MMT part of theater opening

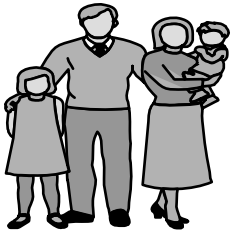
Theater Postal Structure



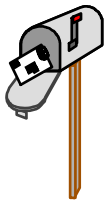
POSTAL FLOW IN A DEPLOYED THEATER

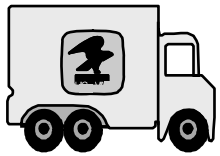


Deployed Mail Flow

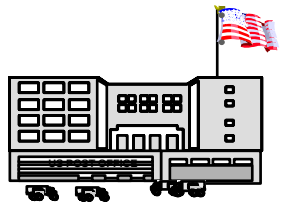


FAMILY SENDS SOLDIER PACKAGE OR LETTER



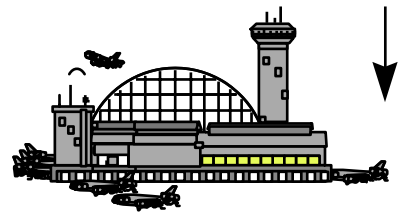


MOVED VIA USPS

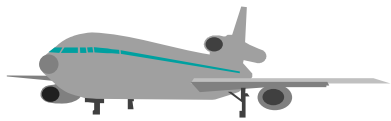


US POSTAL PROCESSING CENTER

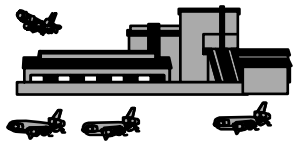
MOVED VIA USPS



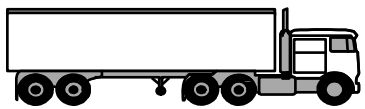
US GATEWAY (JMPA)



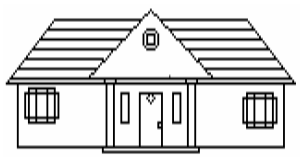
US FLAG CARRIER



AERIAL MAIL TERMINAL or MMT
(HR Company – Postal/Postal Platoon)

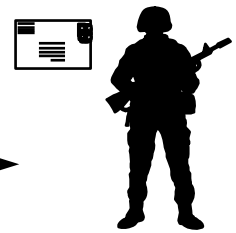


BROKEN DOWN MAIL IS SHIPPED TO SERVICING APO

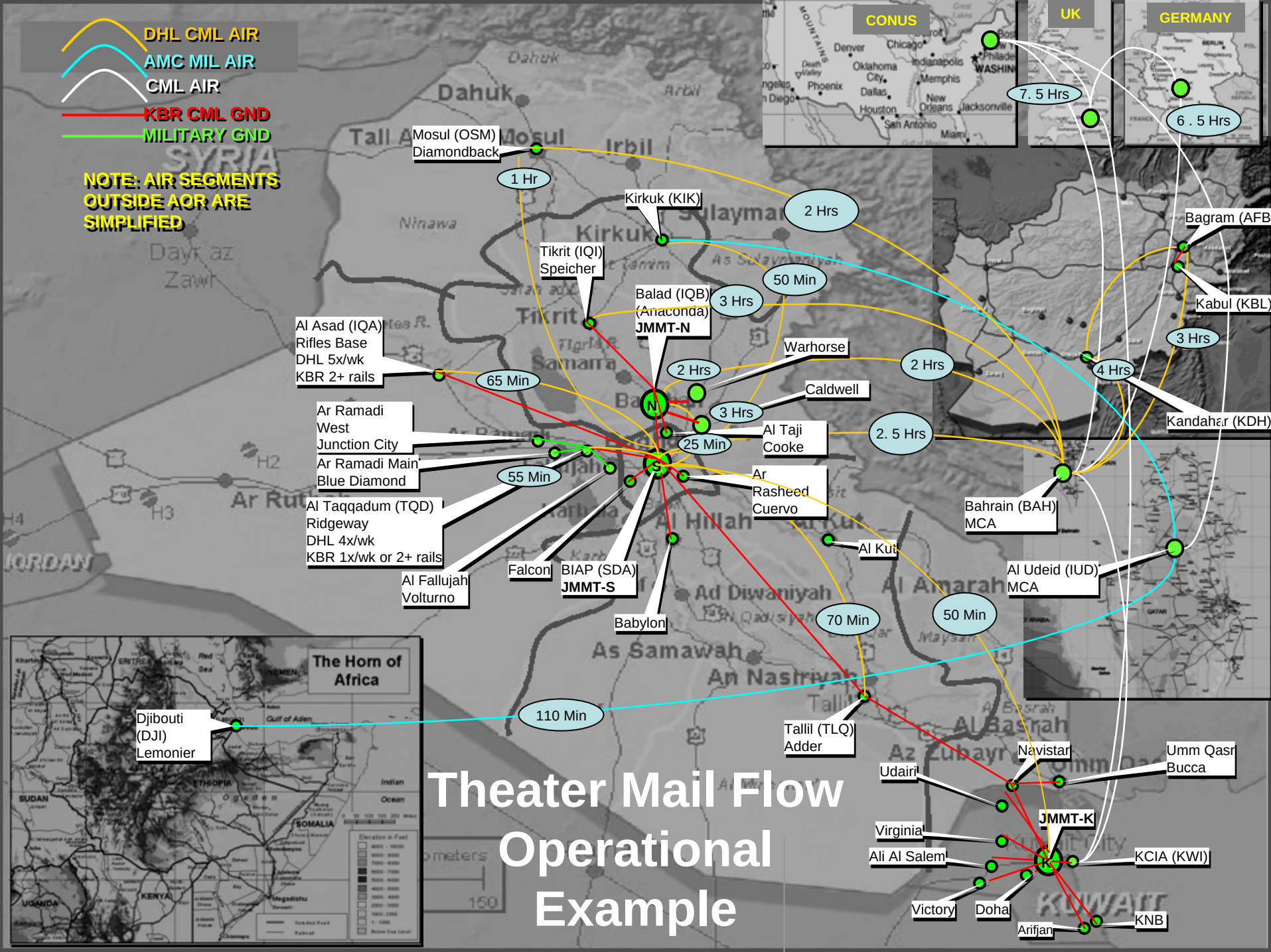


APO
(Postal Platoon)

BN OR BDE S-1
RECEIVES MAIL AT APO



UMR/CMR


DHL CML AIR
AMC MIL AIR
CML AIR
KBR CML GND
MILITARY GND
NOTE: AIR SEGMENTS OUTSIDE AOR ARE SIMPLIFIED
CONUS
UK
GERMANY
7. 5 Hrs
6 . 5 Hrs
Mosul (OSM)
Diamondback
1 Hr
Kirkuk (KIK)
2 Hrs
Bagram (AFB)
Tikrit (IQI)
Speicher
50 Min
Balad (IQB)
(Anaconda)
JMMT-N
3 Hrs
Kabul (KBL)
Al Asad (IQA)
Rifles Base
DHL 5x/wk
KBR 2+ rails
65 Min
2 Hrs
Warhorse
2 Hrs
4 Hrs
3 Hrs
Caldwell
Ar Ramadi
West
Junction City
Ar Ramadi Main
Blue Diamond
3 Hrs
Al Taji
Cooke
25 Min
2. 5 Hrs
Kandahar (KDH)
55 Min
Ar
Rasheed
Cuervo
Al Taqqadum (TQD)
Ridgeway
DHL 4x/wk
KBR 1x/wk or 2+ rails
Bahrain (BAH)
MCA
Al Kut
Al Udeid (IUD)
MCA
Al Fallujah
Volturno
Falcon
BIAP (SDA)
JMMT-S
Babylon
70 Min
50 Min
110 Min
Djibouti
(DJI)
Lemonier
The Horn of Africa
Tallil (TLQ)
Adder
Navistar
Umm Qasr
Bucca
Udairi
JMMT-K
Virginia
Ali Al Salem
KCIA (KWI)
Victory
Doha
Arifjan
KNB
Theater Mail Flow
Operational
Example

Postal Organization

- Postal support is coordinated at the theater level by the Postal Operations Division of the HRSC
- Mail is flown into the MMT and processed by zip code then transported to the local servicing APO
- Typically BN S-1s pick up mail from the APO and sort it further in the UMR
- In cases where a Brigade/BCT establishes a UMR/CMR, mail operations will be performed similar to the BN S-1

Postal Responsibilities

POSTAL OPERATIONS MANAGEMENT					
FUNCTION / TASK	**RESPONSIBLE AGENCY**				
	Battalion	**Brigade**	**Division**	**Corps**	**ASCC**
Receiving / Sorting / Postal Finance Services	S-1 *	S-1 *	Postal PLT	Postal PLT	Postal PLT
Identify / Coordinate Mail Delivery Points	S-1	S-1	G-1	G-1	G-1
Mail Routing Instr (APO Zip Code Mgmt)	---	---	---	G-1	G-1
Transportation / Delivery	S-4	S-4	Sust Bde	Sust Bde	TSC
Redirect Mail	S-1	S-1	Postal PLT	Postal PLT	Postal PLT
Coalition Mail	---	---	---	---	G-1
Casualty Mail	S-1	S-1	Postal PLT	Postal PLT	Postal PLT
EPW Mail	---	---	---	---	Postal PLT
Official Mail	S-1	S-1	---	---	---
AMT / MMT Postal Operations	---	---	---	---	MMT
Directory Services	---	---	Postal P&O TM	Postal P&O TM	Postal P&O TM
Unit Mail Clerk Training / Certification	S-1	S-1	Postal PLT	Postal PLT	Postal PLT
Portal Theater – Specific / Refresher Training	S-1	S-1	Postal PLT	Postal PLT	Postal PLT

* No postal finance services at this level unless coordinated for.

MILITARY MAIL TERMINAL (JOINT)

SUST BDE W/TO MISSION

MILITARY MAIL TERMINAL (MMT) TEAM

2/1/15 18

Mission: Provide MMT postal operations to an AOR.

MMT TM HQS

2/0/3 5

O5 42H00 DIRECTOR
O4 42H00 DEP DIRECTOR
E9 42A5O TM SGM
E5 63X2O MECH
E4 63X1O MECH

OPS SEC

0/1/2 3

W4 420A F4 OPS CHIEF
E7 42A4O F4 NCOIC
E4 42A1O F5 HR SPC

POSTAL SQUAD A

0/0/5 5

E6 42A3O F4 Pstl Supv
E5 42A2O F5 Pstl Sgt
E4 42A1O F5 Pstl Spec
E3 42A1O F5 Pstl Clk (2)

POSTAL SQUAD B

0/0/5 5

E6 42A3O F4 Pstl Supv
E5 42A2O F5 Pstl Sgt
E4 42A1O F5 Pstl Spec
E3 42A1O F5 Pstl Clk (2)

HR COMPANY (POSTAL)

HR COMPANY (POSTAL)

CMD SEC

2/0/1 3

MAINT SUPPORT SEC

0/0/16 16

HQ SUPPORT SEC

0/0/13 13

POSTAL PLANS & OPERATIONS

1/1/1 3

POSTAL DIRECTORY

0/0/5 5

POSTAL PLT

Capabilities: Existence based organization employed as part of the theater opening mission to establish a Joint Military Mail Terminal. With augmentation of the HR Company – Postal, provides integrated, accurate, and timely processing of mail.

MMT Responsibilities

- Establishes the Army component of a Joint Military Mail Terminal (JMMT) in conjunction with other services or an MMT in a single service environment
- Controls mail movement within the AOR and throughout the AO
- Provides specialized postal expertise and experience and limited augmentation manpower
- Provides all technical direction to the HR-Postal Company Commander operating at the MMT
- Provides integrated, accurate and timely processing and distribution of all mail arriving in the AO
- Establishes a Casualty Mail section to provide casualty mail services to AOR
- Coordinates with HRSC and MPOs to resolve mail dispatching and transportation problems
- Distributes mail to postal companies or postal platoons
- Serves as a collection point and routing agency for all retrograde mail coming from within the AOR

Employment and Support (1 of 2)

- Initially employed in the Theater Opening mission as an element of a Sustainment Brigade to establish and maintain postal operations
- Establishes and provides the Army Component of a JMMT at the theater APOD
- Must be scalable to handle operational requirements of the theater

Employment and Support (2 of 2)

- Primary gateway(s) for postal operations in and out of theater
- Must be configured for receiving mail from potentially multiple sources with multiple methods of delivery such as air, land, or sea
- MMT is not assigned transportation assets; coordinates transport of mail downrange through HR Ops Cell (HROC)
- Postal company provides life support services for the MMT

Equipment

- Crucial to the success of this AOR-level postal team
- Has both a RTCH and large forklifts to move mail in/out of the APOD
- Relies on secure and non-secure, continuous, and survivable communications and digital information systems

TEREX
TEREX
KEEP
CLEAR
TEREX

Theater MMT
Conceptual Sketch

OUTBOUND PROCESSING
1. BAGS SORTED MAIL
2. HOLDS MAIL UNTIL MOVED TO CONNEXES
3. ENSURES PAPERWORK IS COMPLETE AND SECURES CONNEXES UNTIL MAIL IS TRANSPORTED

MANIFEST ROOM
ALL PAPERWORK IS PREPARED FOR SHIPMENT OF MAIL TO APO'S

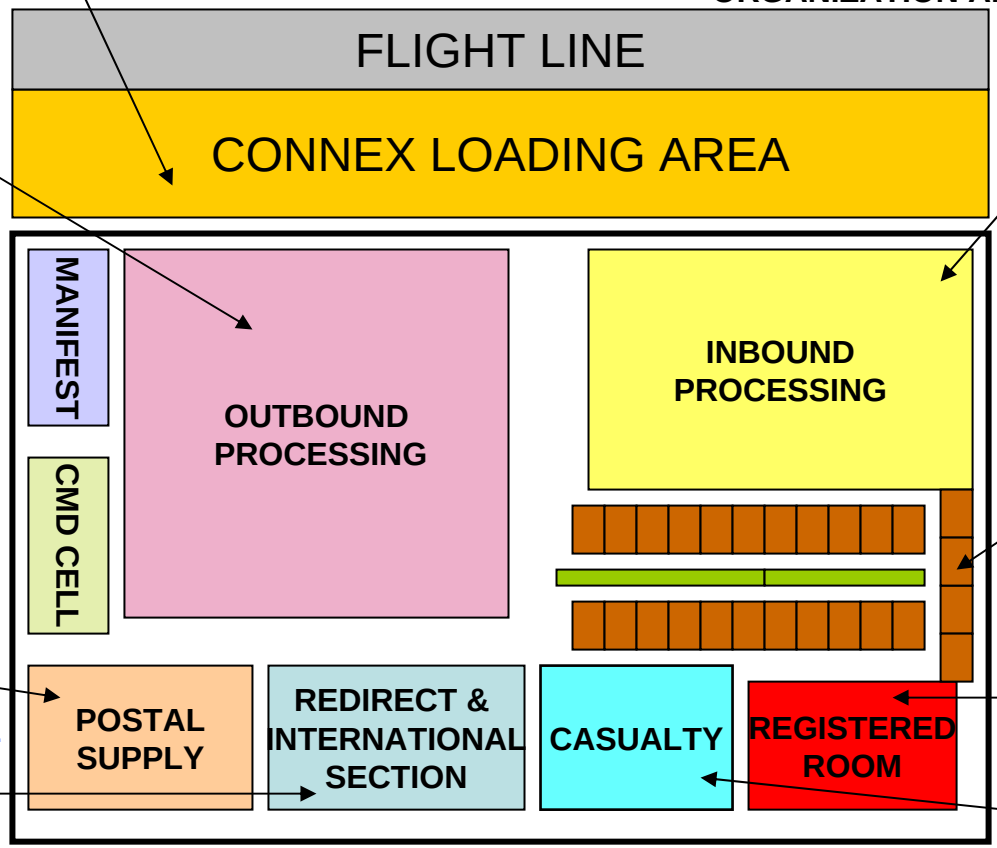
COMMAND CELL
MMT AND HR COMPANY LEADERSHIP

POSTAL SUPPLY
HOLDS ALL USPS PROVIDED POSTAL SUPPLIES

REDIRECT & INTERNATIONAL
MISSENT & INTERNATIONAL MAIL ARE PROCESSED

CONNEX LOADING AREA
HOLDS MAIL AFTER IT HAS BEEN SORTED TO ZIP CODE LEVEL

INBOUND PROCESSING
1. UNLOADS INBOUND MAIL
2. X-RAY MACHINE TO SCREEN MAIL
3. SORTS LETTER MAIL
4. MAINTAINS CURRENT TASK ORGANIZATION AND UNIT LOCATOR LIST



TRI-WALLS
MAIL IS SORTED TO ZIP CODE LEVEL THEN MOVED TO CONNEXES FOR STORAGE

REGISTERED ROOM
PROCESSES AND HOLDS ALL REGISTERED MAIL – SECURE ROOM

CASUALTY MAIL
MANAGES THEATER CASUALTY MAIL

SAMPLE LAYOUT OF MILITARY MAIL TERMINAL

BIAP MMT
2006

Postal Routing – IRAQ

EFFECTIVE: 19 May 06

KOREAN VILLAGE 19
09371 (USMC)

AL ASAD (IQA) 15
"RIFLES BASE"
UNIT # 73300- 73499
09333 (Geo)
09389 (USMC)

AL QAIM 15
09370 (USMC)

HADITHAH DAM 15
09808 (USMC)

MOSUL (OSM) 7
"DIAMONDBACK"
UNIT # 71000-71999
09334 (Geo)
09379 (3 ACR)
09319 (172 BCT)
09351 (101 Sust Bde) (Q West)

JMMT-N (IQB) BALAD 9
UNIT # 50000-50499
09350 (JMMT-I)
09315 (USAF)

"LSA ANACONDA"
UNIT # 52000-52499
09391 (Geo)

FOB WARHORSE 9
UNIT # 51500-51999
09336 (Geo)
09397 (3Bde 3ID)

FOB CALDWELL 9
UNIT # 51000-51499
09324 (Geo)

AL TAJI 9
UNIT # 50500-50999
"Camp Taji"
09378 (Geo)

TIKRIT (IQI) 10
"SPEICHER"
UNIT # 72000-72999
09393 (Geo)
09383 (1Bde 3ID)
09369 (101 Avn/501 Sust Bde)
09349 (3/101)
09392 (3UA 4ID)

CHAMPION 16
"BLUE DIAMOND"
UNIT # 73500-73699
09346 (GEO)
09386 (USMC)

AR RAMADI 12
UNIT # 73000-73299
09396 (Geo)
09367 (USMC)
09362 (2/28 BCT)

KIRKUK (KIK) 50
"WARRIOR"
UNIT # 70000-70999
09338 (Geo)
09359 (USAF)
09335 (1/101)

"INTERNATIONAL ZONE"
UNIT # 41000-41499
09316 (DoS) 8A
09348 (Geo) 8B

"CAMP LIBERTY" 11
UNIT # 43000-43499
09344 (Geo)
09322 (Striker) (Sort 8)
09376 (1/10 MTN)
09398 (2/101)
09385 (4ID HQ)

AL TAQQADUM (TQD) 18
UNIT # 73700-73899
09381 (Geo)
09388 (USMC)

AL FALLUJA 17
"VOLTURNO"
09387 (USMC)

JMMT-S (SDA) BIAP 8
UNIT # 40000-40500
09301 (JMMT-I)
09321 (USAF)
SORT 90 (USMC)

RUSTAMIYAH 8
"Camp Cuervo"
UNIT # 41500-41999
09390 (Geo)

"FALCON" 1
UNIT # 42500-42999
09361 (Geo)

"SOUTH VICTORY" 2
UNIT # 42000-42499
09342 (Geo)

"KALSU" 8C
UNIT # 40501-40999
09312 (Geo)

Serviced by JMMT-K

UM QASR 14
UNIT # 60500-60799
"Camp Bucca"
09375 (Geo)

Serviced by JMMT-K

FOB DUKE 14
UNIT # 73900-73999
09329 (Geo)

TALLIL (TLQ)) 3
UNIT # 60000-60499
"Camp Adder"
09331 (Geo)
09358 (USAF)
09372 (48th BCT)
09377 (2UA 4ID)
09384 (56th BCT)

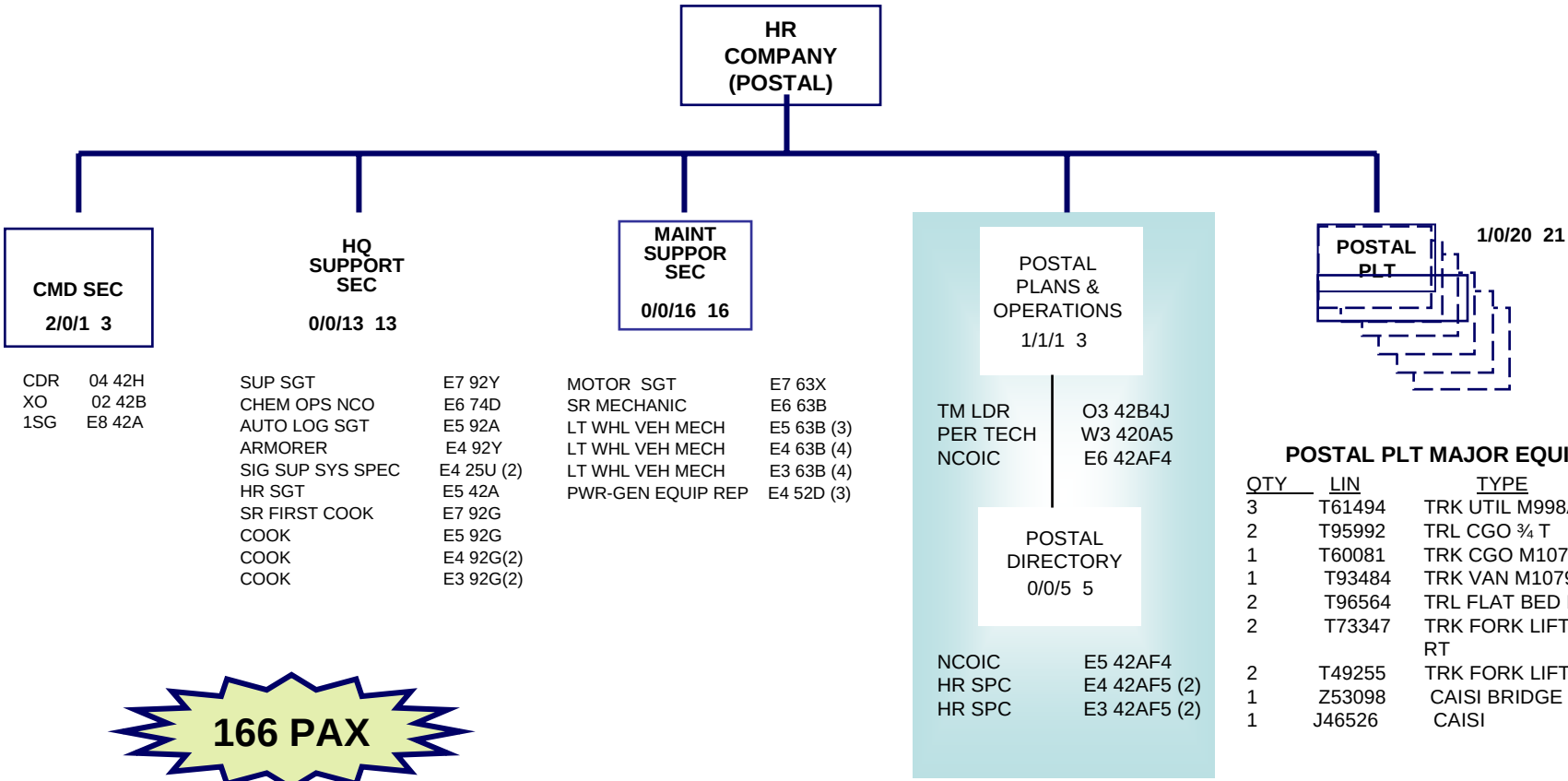
"ECHO" 14
UNIT # 60800-60999
09332 (Geo)

All incoming units will have a unit number issued by POD and use the GEO zip in assigned area.

Red = Air Stop
Blue = Unit #

IRAQ Air Stops	JMMT Kuwait	JMMT Balad	JMMT BIAP
UNIT NUMBERS	UNIT NUMBERS	UNIT NUMBERS	UNIT NUMBERS
70000-79999	60000-69999	50000-59999	40000-49999

HR Company (Postal)



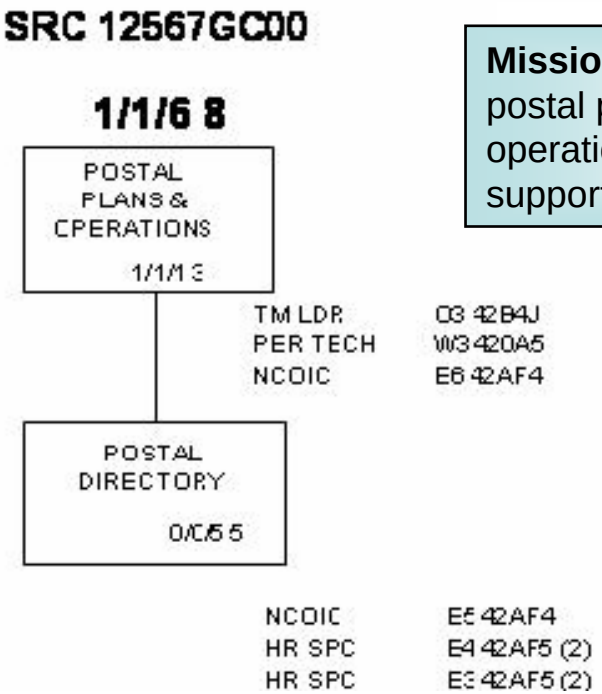
POSTAL PLT MAJOR EQUIPMENT

QTY	LIN	TYPE
3	T61494	TRK UTIL M998A1
2	T95992	TRL CGO ¾ T
1	T60081	TRK CGO M1078A1 LMTV
1	T93484	TRK VAN M1079A1
2	T96564	TRL FLAT BED M1082
2	T73347	TRK FORK LIFT VAR RCH RT
2	T49255	TRK FORK LIFT 4k w/o CAB
1	Z53098	CAISI BRIDGE
1	J46526	CAISI

Provides command and control for 2 to 6 postal platoons

HR Company Postal Plans & Operations Team

Organizational Design – HR Co Postal Plans and Operations Team



Mission: Provide short and long term postal planning, current and future operations management, technical support and directory services.

Capabilities: Workload-based organization in the HR Company headquarters to provide Postal Directory Service based on personnel data from the G-1 and S-1 sections.

Responsibilities

- Provides long and short term postal planning to the HR company commander
- Provides current and future operations management for postal platoons attached/assigned to HR Companies
- Manages directory service for all associated postal platoons
- Post office operations
- Assists with inspections and proper mail conduct

Employment and Support

- Deploys as part of an HR company with postal platoons to the area of operation
- Relies on secure and non-secure, continuous, and survivable communications and digital information systems
- Falls under the HR Company HQ for administrative and C2 support

Postal Platoon

Organizational Design – Postal Platoon

SRC 12567GE00

1/0/20/21

POSTAL PLATOON

Mission: Provides postal support to all individuals and units in an assigned area.

HQs SECTION **1/0/1/2**

O2 42B4J Platoon Ldr
E7 42AF5 Platoon Sgt

POSTAL FINANCE SECTION **0/0/3/3**

E5 42AF5 Pstl Sgt
E4 42AF5 Pstl Spec
E3 42AF5 Pstl Clk

POSTAL SQUAD A **0/0/8/8**

E6 42AF4 Pstl Supv
E5 42AF5 Pstl Sgt
E4 42AF5 Pstl Spec (3)
E3 42AF5 Pstl Clk (3)

POSTAL SQUAD B **0/0/8/8**

E6 42AF4 Pstl Supv
E5 42AF5 Pstl Sgt
E4 42AF5 Pstl Spec (3)
E3 42AF5 Pstl Clk (3)

Capabilities:
Workload based organization in an area to support up to 6,000 personnel or as 1 of 4 platoons supporting an MMT. Provides postal operation support, special services for redirect, retrograde, casualty, and EPW mail in ASCC, Corps, Division, and brigade size areas.

Responsibilities

- Supervise/control the platoon
- Coordinate with HR Company HQs
- Direct daily postal operations
- Receive and distribute intra-theater mail
- Prepare mail for unit mail clerks
- Receive, process, and dispatch outgoing mail
- Receive, process, and redirect incoming mail
- Update postal routing schemes
- Conduct casualty mail and EPW mail operations
- Conduct postal financial management

Employment and Support (1 of 2)

- One postal platoon provides postal finance and operations support for up to 6,000 Soldiers and authorized civilians
- Should deploy with the main body of combat forces
- A trained and fully equipped postal unit requires a minimum of 48 hours to establish postal operations
- Postal units must be established prior to the movement of mail in or out of the AOR
- Requires capability to communicate digitally and voice to HR CO HQ and G-1/S-1 sections of units in the supported area

Employment and Support (2 of 2)

- Provides customer service for postal finance support consistent with commander's mail policies
- Services include money order/postage stamp sales, special services, and package mailing
- Services are provided a minimum of 5 days a week at consolidated locations, and as often as tactical situations and manning levels allow
- Services can be increased/decreased based on command directives and METT-TC

USAA
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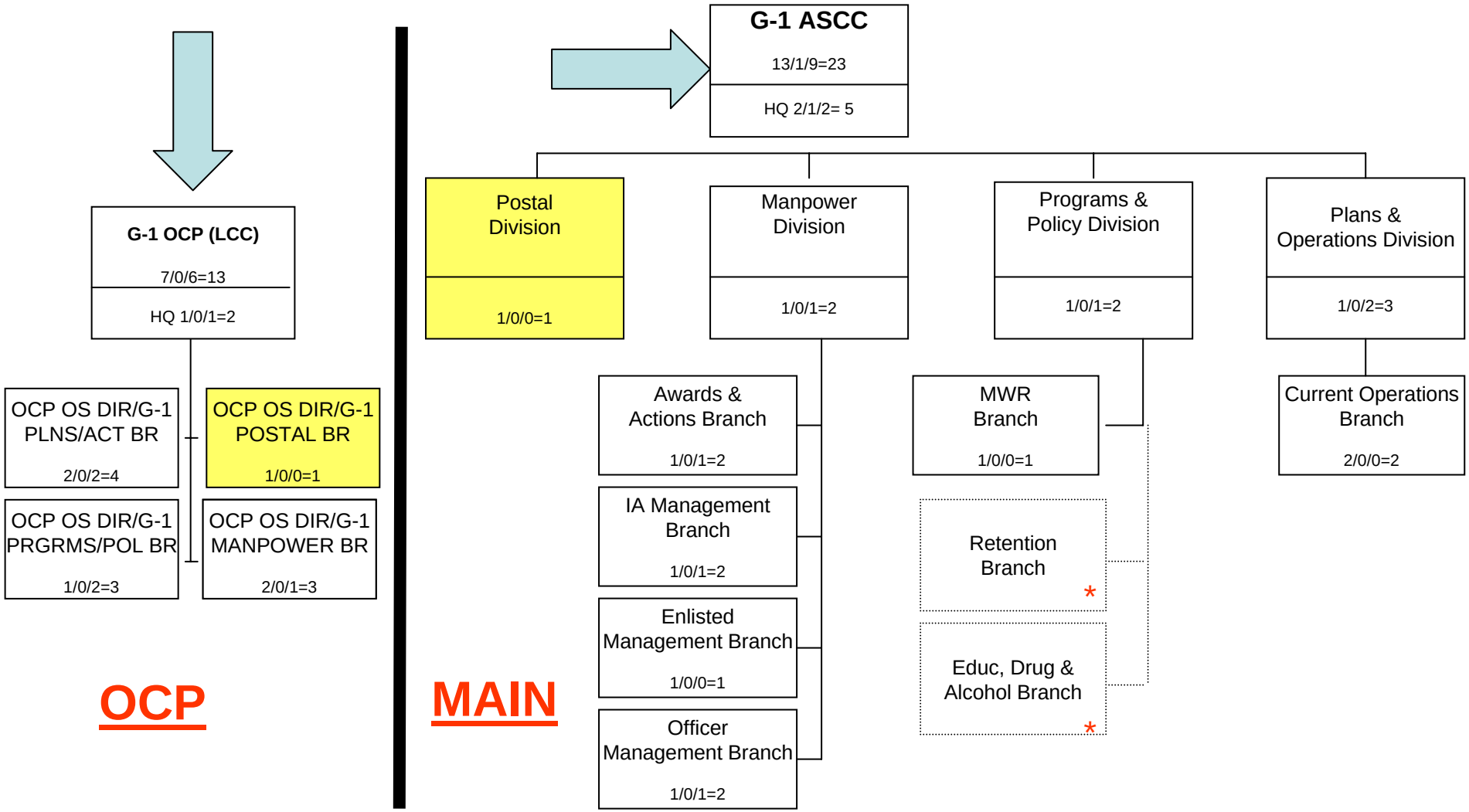
Organizational Design – Army Service Component Command (ASCC) G-1 (Operational Sustainment) Postal Division



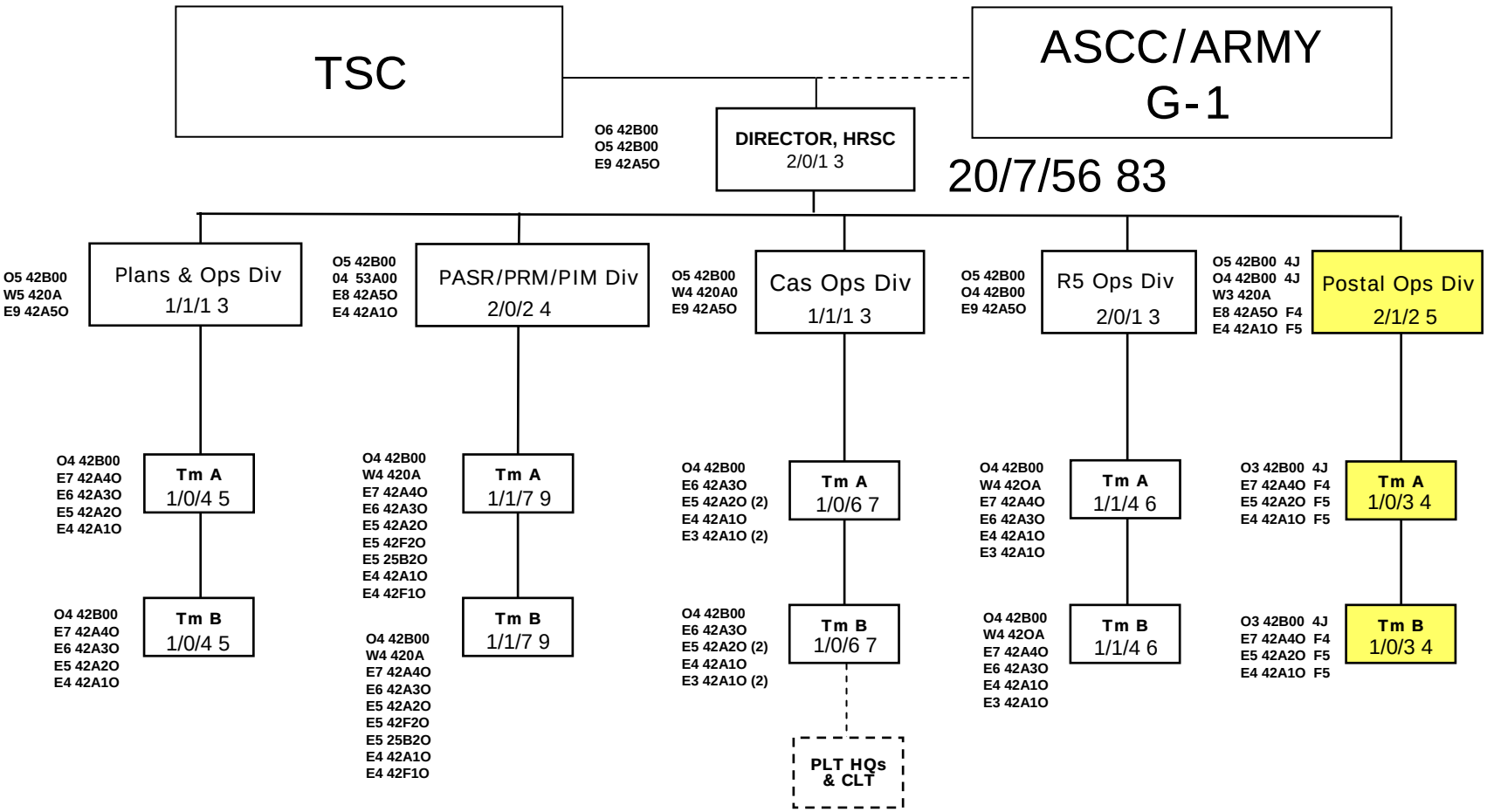
NOTE: 7 additional positions are on the Joint Manning Document (JMD): 2-Postal Div; 4-Manpower Div; 1-Programs & Policy Div

* Not counted in total requirement

ARMY/ASCC G-1 Postal Division

- Coordinate with other service components to develop contingency plans to ensure appropriate postal support for US, joint, allied and coalition forces and authorized personnel within an AOR
- Request contingency Army Post Office (APO) activation/deactivation from MPSA in coordination with deploying command G-1s and other MACOMs
- Develop theater postal policies and procedures and provide resources to perform the MPS mission throughout the AOR

ORGANIZATIONAL DESIGN - HR SUSTAINMENT CENTER (HRSC)
POSTAL OPERATIONS DIVISION



ROA: 1 PER TSC

HRSC Postal Operations Division

- Operates an AOR locator system and redirect services
- Establishes procedures for casualty mail operations
- Determines the location and function of AOR postal units
- Consults with JMPA to develop mail routing instructions and procedures for optimum mail delivery in theater
- Coordinates for AOR level postal supplies and equipment
- Conducts Postal Inspections/Audits

Military Postal Service Agency (MPSA)

- Acts as the single DoD point of contact with the USPS and other government agencies on MPS policy and operational matters
- Activates/deactivates contingency APOs
- Coordinates initial mail routing schemes with the JMPA(s)
- The Adjutant General (TAG) is the executive mail manager for MPSA
- Headed by an Army, Air Force, or Marine Colonel or a Navy Captain (O-6)

Joint Military Postal Activity (JMPA)

- Acts as single POC representing military with USPS at gateways
- Coordinates transportation of mail in the host nation
- Coordinates mail movement transportation needs with commercial carriers and the military Air Mobility Command (AMC)
- Coordinates mail routing scheme changes with postal gateways and maintain the Military Zip Code database
- Provides major commands and Military Department Postal Representative with information on mail processing and irregularities

Postal Assistance

- Augmentation: Brigade/BCTs may receive a postal platoon in the BSA if the bulk of the projected flow of mail warrants it or if the FOB has a density approaching 6,000 Soldiers
  - The postal platoon will be supported by the BSB
- Host Nation Support: Provides a possible means of augmentation
  - Cannot be used to handle classified mail
- Civilians: Civilian contractors are being used in many MMTs during the sustainment phase of operations

Principles of Postal Operations

Postal Finance Services

- Services include money order and postage stamp sales, special services, and package mailing
- Services may be provided within battalion and brigade support areas when coordinated with supporting HR Postal Companies
- Minimum of service 5 days/week at consolidated locations, and as often as the tactical situation allows at outlying locations
- Units will coordinate with the postal platoon leader to provide limited mobile postal finance services to outlying units
- The medical treatment facility commander coordinates with the local postal platoon to provide necessary postal finance services to patients

Kandahar Post Office
Finance Section

Personal Mail

- Mail that is addressed to individual Soldiers and civilians
- Postal platoon receive, sort, and dispatch personal mail to appointed unit mail clerks/mail orderlies
- Mail picked up daily by unit mail clerks or as directed by unit commanders IAW METT-TC
- Unit mail clerks coordinate with the servicing postal platoon on unit/personnel status changes for mail delivery

Official Mail

- Addressed to or originating from military or other governmental organizations
- Official mail is moved through the military postal system until it reaches the postal platoon of the unit addressed
- Official mail is delivered from the postal platoon to the addressee through official mail distribution channels, a Signal Corps responsibility

Accountable Mail

- Registered, numbered insured, un-numbered insured, certified, Return Receipt for Merchandise or Express Military Mail Service
- Postal platoons receive, sort, and dispatch to appointed unit mail clerks
- Unit mail clerks will ensure accountable mail is properly secured
- Undeliverable accountable mail must be returned to the servicing APO the following day with appropriate endorsements

Redirect Services

- The postal network provides personal, official, and accountable mail redirect service
- Soldier redirect applies to individual pieces of mail requiring directory service prior to processing (this includes mail for individual Soldiers who have changed units or locations or have been separated from the unit)
- Unit redirect function involves redirecting bags, trays, or pallets of mail because of task organization changes, unit relocation, or unit redeployment
- Redirect services depend on the AOR postal policy and the tactical situation
- Postal platoons handle redirect of unit mail within their supported area of operation

Contaminated and Suspicious Mail

- Contamination may consist of nuclear, biological, or chemical agents
- Suspicious mail may include conventional explosives or contraband
- Postal network screens for contaminated/suspicious mail and stops the mail flow when it is discovered
- It separates contaminated/suspicious mail, evacuates the post office, and immediately notifies the servicing military police (MPs), Explosive Ordinance Disposal unit, or provost marshal
- The MPs decontaminate the mail (if possible) and return it to the postal network
- If decontamination is not possible, they destroy the mail under appropriate postal supervision

UNITED STATES POSTAL SERVICE

SUSPICIOUS MAIL

THESE TIPS CAN HELP PROTECT YOU, YOUR BUSINESS, AND YOUR MAILROOM

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

1. Handle with care. Don't shake or bump.
2. Isolate it immediately.
3. Don't open, smell, touch, or taste.
4. Treat it as suspect. Call local law enforcement authorities.

IF YOU SUSPECT THE MAIL MAY CONTAIN:

A BOMB:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A RADIOLOGICAL THREAT:
Limit Exposure — Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A BIOLOGICAL OR CHEMICAL THREAT:
Isolate — Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

Poster 84, March 2003

Casualty Mail

- Unit mail clerks will return all undelivered casualty mail without any endorsements to the servicing postal platoon as soon as possible
- The postal platoon will coordinate and verify casualty information with the area casualty section, make appropriate endorsements, then forward the mail to the theater casualty mail section at the MMT for final processing
- Key is a synchronized system between the units, postal units, and HRC to prevent the premature release of casualty information and mail return before notification of next of kin

Enemy Prisoner of War (EPW) Mail

- ✓ The Geneva Convention identifies the need for EPW mail operations
- ✓ Army G-1 coordinates with the Provost Marshall an appropriate international neutral agency, and an American neutral agency to assess EPW requirements
- ✓ Army/ASCC G-1 identifies the postal platoon(s) to handle EPW mail

Free Mail

- The Combatant Commander may request through MPSA to the Secretary of Defense free mail services during a specific operation
- Must originate from a free mail area designated by the President or Secretary of Defense or from any Armed Forces medical facility
- Applies only to first class personal correspondence in the form of letters, post cards, and cassette or video tapes sent from personnel in the approved free mail area to addressees entitled to USPS services
- This privilege is extended to civilians, DOD employees, and DOD contractor employees who are essential to and directly supporting the military operation, as determined by the Combatant Commander

International Mail

- The ASCC G-1 will assess the needs for international mail exchange within the theater of operation and identify the postal platoon to conduct that mission
- All requests for pro-grade mail support for coalition forces will be submitted by the Army/ASCC to the combatant command
- Additional security measures should be implemented to safeguard against hazardous materials entering the MPS

S-1/G-1 Postal Responsibilities

UNIT MAIL CLERKS (UMC)

- UMCs are appointed in writing by unit commanders, and maybe required to certify again by the servicing APO in theater regardless of homestation certification
- Key to ensuring all letters and parcels are properly and expeditiously delivered
- They assume a great deal of responsibility and are faced with daily ethical and legal decisions in providing mail delivery
- Must possess strong character and good judgment and perform all duties IAW the Army Values
- Do not require an F5 Additional Skill Identifier (ASI), but they are required to carry a valid DD Form 285 (Appointment Military Postal Unit Mail Clerk or Mail Orderly)
- Should be MOS 42A, when that MOS is available

Battalion S-1 Responsibilities (1 of 2)

- Appointed in writing as the unit postal officer by the BN commander
- Ensure that mail clerks are appointed and trained by the APO
- Coordinate with the BCT/BDE S-1 for mail support within the designated area of operations
- Inform APO of any task organization changes
- Have enough space to collect, sort, organize, and secure mail
- Route daily retrograde mail received by unit mail clerks to servicing APO
- Coordinate with the S-4 for transportation support for mail pick up at the servicing APO

Battalion S-1 Responsibilities (2 of 2)

- Monitor unit mail clerks closely to prevent fraud
- Collect and forward mail for wounded, deceased, or missing Soldiers and civilians to the servicing APO for further processing
- Coordinate with the BDE/BCT S-6, Official Mail Manager, and BDE/BCT S-1 for handling of official mail
- Supervise all subordinate unit mail operations
- Allow sufficient time for mail clerks to perform daily UMR functions
- Investigate and reconcile any problems within the battalion hindering the delivery of mail
- Establish and execute an internal UMR Inspection Program
- Immediately report any postal problems to the Unit Postal Officer and/or Commander and Brigade/BCT
- Be familiar with suspicious (i.e. explosive, bio-terrorist) profiles, and be knowledgeable of what to do in the event suspicious mail is identified

BDE/BCT S-1 Responsibilities (1 of 2)

- Establish, manage, and support all Brigade/BCT mail operations in coordination with subordinate Battalion S-1s
- Ensure that Soldiers have the opportunity to send mail out as often as the tactical situation allows
- Establish UMRs as required and ensure that adequate unit mail clerks are trained and on orders (DD Form-285) and all mail is handled IAW DOD postal regulations
- Ensure that all changes to task organization are provided to supporting APOs
- Provide the Division G-1 with grid coordinates or geographical location for the daily MDP and alternate MDPs for the Brigade

BDE/BCT S-1 Responsibilities (2 of 2)

- Coordinate with the Division G-1 and G-6 (Official Mail Manager) for the handling of official mail in coordination with the Brigade/BCT S-6
- Coordinate with the Division G-1 and/or supporting postal platoon to provide postal finance services and outgoing (retrograde) mail support for all units/ activities including those at remote locations
- Coordinate with the supporting APO for mobile mail missions to outlying units if necessary
- Investigate and reconcile any problems and congressional inquiries within the Brigade/BCT hindering the delivery of mail to Soldiers/units in a timely manner

Corps/Division G-1 Responsibilities

- Ensure postal operations are included in all plans and OPORDs as required
- Coordinate with higher headquarters to ensure the required numbers of postal units or teams are made available to support the deployed force
- Reconcile problems between the Sustainment Bde HROC, postal units, transportation units, and units served with Army/ASCC G-1 and HRSC Postal Operations Division
- Maintain operational awareness of postal operations within the AOR
- Coordinate with the Division/Corps G-6 for the handling of official mail
- Maintain a list of Brigade/BCT mail delivery points MDPs
- Coordinates transportation of mail from postal platoon to the MDP’s

Pre-Deployment

Required Actions for BDE/BCT or BN S-1:

- Train and appoint (in writing) a Unit Postal Officer and Alternate
- Train and appoint (DD Form 285) a Primary Mail Clerk, Alternates, and mail orderlies
- Provide mailing information to deploying personnel and their family members
- Ensure that a DD Form 2258 (Temporary Mail Disposition Instructions) is completed for all deploying personnel to show their mail disposition instructions
- Provide separate and secure storage space for all “HOLD” mail

Mailing Information For Deploying Personnel (1 of 2)

Who to notify of deployment:

- Personal correspondents (family & friends)
- Financial Institutions for single service members
- DO NOT notify business correspondents or magazine publishers (unless on a long deployment)

Mailing Restrictions:

- Mail going to the APO system is subject to the same regulations as mail entering the international mail system
- Alcohol beverages, narcotics, weapons, munitions, explosives, and other hazardous materials, pornography, and other country restrictions may apply

Mailing Information for Deploying Personnel (2 of 2)

Mail Delivery Options:

- Complete DD Form 2258 (Temporary Mail Disposition Instructions)
- Complete PS Form 3801 (Standing Delivery Order)

Mail Disposition Options:

- Forward all mail to deployed address
- Deliver all mail to spouse
- Deliver all mail to a designated individual
- Forward only mail addressed specifically to the Soldier
- “HOLD” all mail (not recommended for a deployment longer than 30 days)

Arrival Into the AOR

Required Actions:

- Initiate contact with supporting APO immediately upon arrival at deployed location
- Provide a unit listing or manning roster of all unit personnel to supporting APO
- Coordinate with transporters for procedures to receive and dispatch mail to/from the APO
- Establish commo link with APO to check mail volumes to ensure vehicle support is capable of picking up all available mail

Postal Service: Immature Theater

- MACOM commander determines mail restrictions at beginning of deployment
- Free mail: Authorized by the President or the Secretary of Defense
  - Must weigh less than 12 ounces
  - Be a First Class letter, tape, or video (personal communication)
- Planning Factors
  - 1.5 pieces/Soldier/day
  - 1.34 lbs/Soldier/day

Postal Service: Mature Theater

- Initiate contact with supporting APO immediately upon arrival at deployed location
- Provide a unit listing or manning roster of all unit personnel to supporting APO and inform APO of any unit/individual changes
- Collect and route daily outgoing mail to the servicing APO
- Mandatory daily mail pickup from the servicing APO
- Ensure that incoming mail is collected and sorted daily
- Ensure that directory service is performed in a timely manner

Redeployment

Required Actions:

- Notify supporting APO and provide departure date
- Provide mail forwarding instructions for all redeploying personnel
- Notify correspondents to stop mailings at least 10-15 days prior to the departure date
- Immediately notify supporting Post Office and Unit Mailroom of return to CONUS
- Reserve Component Units should notify MOB Station of their redeployment and unit forwarding address

Quote

"Few things impact a unit's morale more than mail. Letters are not left behind on a nightstand or on a cot when Soldiers go into battle. They are taken along and read over and over. A small piece of correspondence from home means the world to these brave young men and women who fight for freedom."

Brigadier General Sean J. Byrne
Commander, 3rd PERSCOM

beetle bailey®
by mort walker
MAIL CALL, SARGE
AW, I NEVER GET ANY MAIL
HAS SARGE EVER GOTTEN ANY MAIL?
HE SHOULD. I SENT HIS NAME TO TROOPFANMAIL.NET
MAIL ROOM
MAIL CALL!
SARGE!
SARGE!
SARGE!
SARGE!
EVERYONE IS SO NICE!
IT MAKES ME FEEL WARM AND FUZZY INSIDE
10/23
WWW.MORTWALKER.COM
NO WORK TODAY, MEN
HAVE FUN!

U. S. Army Soldier Support Institute

QUESTIONS??

U. S. Army Soldier Support Institute

BACK-UP INFORMATION

Adjutant General School

REFERENCES (1 of 2)

- DoD 4525.6-M, DoD Postal Manual
- DoD 4525.6-C, DoD Postal Supply and Equipment Catalog
- DoD 4525.6-STD, Transit Time Information Standard System for Military Mail
- DoD Directive 4525.6, Single Manager for Military Postal Service
- DoD Directive 5200.33, Defense Courier Service (DCS)
- DoD Directive 8320.1, DoD Data Administration
- DoD Directive 8910.1, Management and Control of Information Requirements
- AR 600-8-3, Unit Postal Operations
- Title 10, United States Code, Armed Forces
- Title 31, United States Code, Money and Finance

REFERENCES (2 of 2)

- Title 39, United States Code, Postal Service
- Title 32, Code of Federal Regulations, National Defense
- Title 49, Code of Federal Regulations, Transportation
- USPS Domestic Mail Manual (DMM) and International Mail Manual (IMM)
- USPS Publication 38, Department of Defense and USPS Postal Agreement
- USPS Transportation Handbook Series T-7, Handling, Dispatching, and Transporting Military Mail by Air
- FM 1-0, Human Resources Doctrine
- FM 1-xx.x, Theater HR Operations
- FM 1-xx.x, S-1 Operations

PROPONENCY

- Army functional proponent for the postal operations management system is The Adjutant General Directorate, U. S. Army Human Resources Command (HRC).
- The Adjutant General (TAG) is the Executive Director for the MPSA. MPSA is the DoD Executive Agent for military mail for all service components.
- DoD Manual 4525.6-M, DoD Postal Manual and AR 600-8-3, Unit Postal Operations, provides mandatory policy and procedural guidance for postal operations management during military operations.